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Attachment 1

COST COMPARISON INACTIVE FILES

25X1A

ROLL MICROFILM AT HEADQUARTERS vs. HARD COPY

25X1A

1. EXAMPLE FOR COSTING - Net growth of documents to be stored is 6,000 cubic feet per year for 6 consecutive years and storage for 4 years thereafter (10-year retention).

2. ASSUMPTIONS:

a. Annual microfilming at Headquarters of an estimated 6,000 cubic feet of files becoming inactive could eliminate the current need for new shelving, building renovation, etc., at and the same need 6 years hence.

25X1A

b. Roll microfilm retained at Headquarters would give a faster retrieval rate and eliminate the file maintenance requirement

25X1A

- c. Existing readers at Headquarters could be used for retrieval.
- d. Six additional GS-3 microphotographers could possibly be required--remaining tasks for microfilm operation to be absorbed by existing personnel.
- 3. COMPARISON See chart on page 2.

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25X1A	3.	COMPARISON: 10 ITEM (6-year Basis)	SEI NO	U COST	MICROFILM (HQS)	COST
		Renovation and Storage	New Shelving (6-year capacity)	\$600,000	Storage @ . 76 cu. ft. (cumulating growth)	\$205,600
25X1A		TV Installation	For Building Security	32,000	0	. 0
		TV Maintenance	\$6,000 per year	36, 600	0	0
		File Preparation	Purging, Indexing, Boxing, Shipping	Roughly Equal, cost undeter- mined	Purging Indexfeed to camera, inspect film	
		File Maintenance	\$215/cu. ft. per year Growth of 6,000 cu. ft. per year, up to 36,000 cu. ft. 4 years there- after at 36,000 cu. ft.		0	0
. 3		Filming	:	R	Six additional GS-3's @ \$5,200 per year	187,000
		Supplies	Boxes 2 12¢	4,320	Film @ \$2.88, reels @ 8¢	108,000
•		Processing	0	0	Automaticcost absorbed	0
			\$1,252,820			\$500,600

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Since there are so many unknowns in costing out the microfilm (for example, the type of files and type of camera to be used), these figures represent cost differences rather than totals. These figures indicate that microfilming to save storage space is practical in the Agency's unique situation and that a possible savings of \$752,220 could be realized over a 6-year period.